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**AGREEMENT****FOR****July 1, 2010****through****June 30, 2013****Between the****Commercial Township Board of Education****and the****Commercial Township Supportive Staff Association**

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**ARTICLE I - RECOGNITION****A. UNIT**

The Unit shall be defined as follows:

All regularly employed, non-certificated, non-supervisory employees who are employed by the Commercial Township Board of Education, including bus aides, para-professionals, secretaries, custodians and maintenance personnel.

- B.** The above unit, pursuant to the Certification of Representative issued by PERC in Docket No. RO-79-2 shall be represented by the Commercial Township Supportive Staff Association/NJEA.
- C.** Unless otherwise indicated or circumstances indicate to the contrary, the term "employee" when used hereinafter in this agreement, shall refer to all employees in positions within the unit as above defined, and references to one gender shall include the other.
- D.** The Commercial Township Supportive Staff Association shall hereinafter be referred to as the "Association" and the Commercial Township Board of Education shall hereinafter be referred to as the "Board."
- E.** Regularly employed staff shall refer to any employee who works 20 hours per week.
- F.** Temporary employees shall be considered as any employee doing unit work on a per diem basis.

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**ARTICLE II - GRIEVANCE PROCEDURE****A. Definition:**

A "grievance" shall mean a claim by an employee that there has been a misinterpretation, misapplication, or a violation of this Agreement or administrative decision adversely affecting him. A grievance, to be considered under this procedure, must be initiated by the employee within ten (10) working days of the time of its occurrence.

**B. Background Rules:**

1. It is agreed by both parties that these proceedings will be kept as informal and confidential as may be appropriate at any level of this procedure.
2. Failure at any step of this procedure to communicate the decision on a grievance within the specified time limits shall permit the aggrieved employee to proceed to the next step. Failure at any step of this procedure to appeal a grievance to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that step and shall constitute a waiver of all rights to further challenge the occurrence in any manner whatsoever.
3. It is understood that employees shall, during and notwithstanding the pendency of any grievance, continue to observe all assignments and applicable rules and regulations of the Board until such grievance and any effect thereof shall have been fully determined.
4. Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as a maximum and every effort should be made to expedite the process. The time limits specified may be extended by mutual agreement.
5. Any aggrieved person may be represented at all stages of the grievance procedure by himself, or at his option by a representative selected or approved by the Association.

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**ARTICLE II - GRIEVANCE PROCEDURE****C. Procedure:**

1. **Level One:** Any employee who has a grievance shall discuss it first with his immediate superior in an attempt to resolve the matter informally at that level.
2. **Level Two:** If as a result of the discussion, the matter is not resolved to the satisfaction of the employee within five (5) working days, he may set forth his grievance in writing to his immediate superior. The immediate superior shall communicate his decision to the employee in writing within three (3) working days of the receipt of the written grievance.
3. **Level Three:** The employee, no later than five (5) working days after receipt of the immediate superior's decision, may appeal the immediate superior's decision to the Superintendent of Schools. The appeal to the Superintendent must be made in writing reciting the matter submitted to the immediate superior as specified above and his dissatisfaction with decisions previously rendered. The Superintendent shall attempt to resolve the matter as quickly as possible, but within a period not to exceed ten (10) working days. The Superintendent shall communicate his decision in writing to the employee and the immediate superior.
4. **Level Four:** If the grievance is not resolved to the employee's satisfaction he, no later than five (5) working days after receipt of the Superintendent's decision, may request a review by the Board of Education. The request shall be submitted in writing through the Superintendent who shall attach all related papers and forward the request within five (5) working days to the Board of Education. The Board, shall review the grievance and shall, at the option of the Board, or upon the request of the employee, hold a hearing with the employee and render a decision in writing within thirty-five (35) calendar days of receipt of the grievance by the Board or of the hearing with the employee, whichever comes later.
5. **Level Five:** If and when the Grievance Committee of the Supportive Staff Association determines that the grievance is meritorious, only then shall it be considered for submission to arbitration. Grievances so determined may be submitted for arbitration only by the Grievance Committee.

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**ARTICLE II - GRIEVANCE PROCEDURE****6. Level Six: Arbitration.**

- a. **Definition of Arbitrability.** A grievance shall be submitted to arbitration as hereinafter provided if solely involves an alleged contract violation. Any and all disputes or grievances that involve administrative decisions or Board policy shall be reviewable solely by the Commissioner of Education.
- b. **Procedures.** The procedures for selection of the arbitrator and conduct of the hearing shall be as provided by the rules therefor of the Public Employment Relations Commission, hereinafter PERC.
- c. Any employee who has a grievance which solely involves a matter which is within the foregoing definition of arbitrability, when such grievance is not resolved to that employee's satisfaction at Level Four of this grievance procedure may, no later than five (5) working days after receipt of the Board's decision demand that said grievance be submitted to the Superintendent and PERC on forms as utilized by PERC for such purposes, if any.
- d. The decision of the arbitrator shall be binding on both parties.
- e. The arbitrator shall be without power or authority to add to, modify or expand by implication the terms of this agreement.

Nothing in the above statement is intended, nor should it be construed so, to abridge or restrict any entitlement or avenue of resolution such as the employee may have under current law or subsequent case law or decisions.

**D. Content of Forms:**

1. Grievance forms shall contain at least (a) the nature of the grievance and approximate date of occurrence, (b) the nature and extent of the injury, loss or inconvenience, (c) the results of previous discussions and (d) his dissatisfaction with decisions previously rendered.

**E. Rights of Employee to Representation:**

1. Any aggrieved person may be represented at all levels of the grievance procedure by a representative selected by the Association.

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**ARTICLE II - GRIEVANCE PROCEDURE****E. Rights of Employee to Representation:**

2. No reprisals shall be taken by the Board or their administrators against any member of the Association because of their participation in the grievance procedure.

**ARTICLE III - MANAGEMENT RIGHTS**

It is expressly understood by the parties that the Board has not waived the rights, duties, and obligations imposed upon or vested in it by law.

**ARTICLE IV - EMPLOYEE RIGHTS**

- A. The Board and the Association agree that neither shall coerce individual employees to either support or refrain from supporting the Association or any other public employee representative.
- B. The Board and the Association agree that the employees shall be permitted to wear pins of any public employee representative.
- C. No employee shall be disciplined or reprimanded without just cause.
- D. Full time employees shall receive two ten (10) minute breaks each working day. One ten minute break will be taken in the morning and one ten minute break will be taken in the afternoon.

Part-time employees who work a minimum of four (4) hours shall receive one ten (10) minute break per working day.

- E. Any employee employed more than seven (7) months of any contract year shall receive credit for one (1) full year.
- F. With prior approval of the Superintendent, unit members shall be permitted to attend Association activities, provided they are able to make up their normal hours of work.
- G. Paraprofessionals shall receive a verbal report from the classroom teacher concerning CST meeting results for students assigned to paraprofessionals.

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**ARTICLE V - ASSOCIATION RIGHTS**

- A. The Board agrees to provide access for the Association, in response to reasonable requests from time to time, to public, non-confidential information, which is necessary for the Association to engage in collective negotiations and/or the processing of grievances. Further, the Board agrees to furnish to the Association, in response to reasonable requests from time to time, all available information concerning annual financial reports and directory of all personnel in the unit, and minutes of all Board meetings (Public) and such other information that shall assist the association in developing accurate and constructive programs on behalf of the employees together with information which may be necessary for the association to process any grievance or complaint.
- B. The Association may be permitted to use school buildings for meetings at reasonable hours, provided that such meetings are terminated at custodial hours. The Principal of the building shall not unreasonably deny such requests. Any such denial shall be appealable to the Superintendent.
- C. The Association shall be permitted to use the unit members mail boxes to disseminate information so long as said information is not of a political nature.
- D. The Association shall be permitted to make reasonable use of district equipment, provided that such use is not on school time, prior permission is received from the Superintendent, who will not unreasonably withhold same, and the Association reimburses the Board for all actual costs incurred by such use.
- E. Whenever any representative of the Association or any employee is mutually scheduled by the parties to participate during working hours in grievance procedure or the negotiations process, he shall suffer no loss in pay.

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**ARTICLE VI - LEAVE OF ABSENCE**

- A. Any employee is entitled to an annual leave of absence on account of personal illness at the rate of one (1) day per month and shall be accumulative.
- B. Death in the Immediate Family - Immediate family defined as mother, father, spouse, child, brother, sister, or any member of the immediate household: five (5) days leave.  
Mother-in-law, father-in-law, brother-in-law, sister-in-law, grandmother, grandfather, three (3) days leave.
- C. One (1) day shall be granted for a death of other relative or close friend.
- D. Three (3) days per year shall be granted for serious illness in the immediate family. Immediate family as B above. Maximum days that may be used for this is three (3) days in any one year.
- E. Other emergency of a personal nature, recognition of a religious holiday, court subpoena(s), marriage of the employee or immediate family, urgent personal business which cannot be handled outside of school hours, or other urgent emergency: three (3) days leave with prior approval of the Superintendent of Schools.  
  
The statement "personal business" shall be an accepted reason for granting one (1) personal day.
- F. Three (3) unused personal days per year may be accumulated as sick leave for succeeding years.

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**ARTICLE VII - WORK SCHEDULE****A. Custodial Staff**

1. The standard work year for janitors shall be a twelve month year, unless the individual contract provides otherwise.
2. The standard work week shall be forty (40) hours per week. Any time worked beyond the forty hours must be authorized, before being worked, by the Superintendent. Overtime pay for hours assigned by the Superintendent and worked beyond forty hours in any week shall be paid at the rate of one and one-half of the individual's regular contract hourly rate.

Overtime hours shall be offered to all custodial staff on a rotational and voluntary basis. For each new overtime assignment, the right of first refusal shall be rotated to the next custodian on the seniority list.

3. Each full-time janitor shall receive a one week vacation with pay after his first year of service to the Commercial Township School District or at other mutually agreed upon times.

After his second and each ensuing year, thereafter, he shall receive a two week paid vacation, until after eight (8) years of continuous employment in this position he shall receive a three week vacation with pay. After seventeen (17) years of service he shall receive a four week vacation with pay.

Vacations shall be scheduled during July & August by the School Superintendent. Requests for July and August vacation time shall be submitted by April 15<sup>th</sup>. Vacation time may be granted at other times during the school year upon approval of the Superintendent.

4. The following holidays shall be granted to the custodial staff:

a. New Year's Eve	i. Veteran's Day
b. New Year's Day	j. Thanksgiving Day
c. Good Friday	k. Day after Thanksgiving
d. Day after Easter	l. Christmas Eve
e. Memorial Day	m. Christmas Day
f. Fourth of July	n. Day after Christmas
g. Labor Day	o. Martin Luther King Day
h. Columbus Day	

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**ARTICLE VII - WORK SCHEDULE**4. **Holidays - (continued)**

Compensatory days will be granted to custodians who work on Washington's Birthday and Lincoln's Birthday. One (1) day compensatory day will be granted for each of those days worked upon approval of the Superintendent.

## 5. When schools are closed for inclement weather or other emergency, the janitors are to report to work as early as possible. While schools are closed for students the janitorial duties are increased because of the need to clear walkways and do the necessary cleaning or repairs prompted by the cause for the emergency closing.

## 6. When a granted holiday falls on a Saturday, the custodial staff will be awarded a compensatory day.

## 7. When a granted holiday falls on a Sunday, the custodial staff will be awarded the next day as a holiday.

## 8. Custodians shall be compensated a minimum of 1 hour of over-time pay for emergency situations.

B. **Secretarial Staff**

## 1. The secretarial contract may be either ten, eleven or twelve month duration.

## 2. Secretaries shall work the school calendar.

## 3. Each twelve (12) month secretary shall earn a one (1) week vacation with pay during the first year of service to Commercial Township. However, if the secretary terminates employment prior to the completion of one (1) year, one week's pay will be forfeited.

After two (2) years, twelve (12) month secretaries shall earn a two week paid vacation.

After eight (8) years of continuous employment, a twelve (12) month secretary shall earn a four week paid vacation.

All secretarial vacation time is subject to prior approval of the Chief School Administrator.

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**ARTICLE VII - WORK SCHEDULE**

4. In the event that supportive staff secretarial members are required to cover the job responsibilities of the administrative secretarial staff, they shall be eligible to work overtime to complete the required responsibilities of their original position, subject to the approval of the Superintendent

**C. Para-professionals & Bus Aides**

1. Para-professional positions are 10 month positions.  
Bus aide positions are hourly positions.
2. Para-professionals shall not work on days where schools are closed, unless directed to do so by the Superintendent or his designee. If a para-professional is so directed to work, compensatory time off for time actually worked shall be provided.
3. Para-professionals work day shall not exceed 7 hours inclusive of a 30 minute lunch and (2) 10 minute breaks.

**D. All employees are entitled to a regular work schedule, provided however, the Building Principals, or the Superintendent can alter the work schedule and place of assignment as the needs of the district in the sole discretion of the administration, require.****E. Time Clocks shall be utilized as determined by the Superintendent or his designees. Employees are to punch in and out for themselves, only, and any violation of this section shall result in immediate suspension pending action of the Board of Education.**

1. Appropriate tardiness penalties shall be established by the Superintendent. Said penalties shall be periodically reviewed and modified as the Superintendent determines appropriate.
2. The current tardiness policy provides for:

For every minute late or for every minute that a unit member leaves early up to 15 minutes, 15 minutes shall be deducted from his next pay. For every minute over 15, but less than 30, 30 minutes shall be deducted from his pay. Over 30 minutes, a full hour's pay shall be deducted.

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**ARTICLE VII - WORK SCHEDULE****F. Delayed Opening of School****1. Janitors:**

When a delayed opening for schools is called, the delay is for students only.

Janitors should report as scheduled to open the school and make it comfortable to receive students.

**2. Para-professionals**

When a delayed opening for schools is called, para-professionals shall report for work 90 minutes later than the scheduled reporting time. If a delay is called for less than or more than 90 minutes, para-professionals shall report the number of hours or minutes of the delay after their scheduled reporting time.  
(8:00 - 8:30 schedule only).

**3. Secretaries:**

When a delayed opening for schools is called, the delay is for students only, provided, however, that secretaries shall not have to report to work until 10:00 A.M. on such days.

**G. Work Year - The normal work year for various job categories are as follows:**

Custodians	240 days
10 Month Secretaries	200 days
Para-professionals	181 days

**H. All employees who are required to work more than the regular hour day shall be paid an overtime rate equal to one and one-half (1 1/2) times the base salary rate.**

All employees required to work on a paid holiday, if the day is not a regularly scheduled work day, shall be paid two (2) times the base salary rate.

**I. When a day shift custodian is going to be absent, night shift custodians shall be given first opportunity to shift to the day shift as a replacement within their own building. This shall be done on a rotating list. The substitute shall be brought in for the night shift.**

**J. If a new position becomes available the most senior employee shall be given the first opportunity to fill the position at the discretion of the Superintendent.**

**K. On half days the night shift hours shall be 2:00 - 10:00 P.M.**

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## ARTICLE VIII - SALARY

### A. Salary Increases

The Board of Education shall provide salary increases as follows:

2010 - 2011 - 2.5%

2011 - 2012 - 2.75%

2012 - 2013 - 2.9%

### B. Longevity

Longevity increments of \$475.00 will be granted with the 16th, 20<sup>th</sup>, 24<sup>th</sup>, 28<sup>th</sup>, 32<sup>nd</sup>, 36<sup>th</sup>, 40<sup>th</sup> and 44<sup>th</sup> contracts for a total of \$3,800.00 to supportive staff employees who have accumulated a minimum of 16 years of service within the district.

### C. Salary Guides

1. Para-professionals and Bus Aides - See Appendix A
2. Office - See Appendix B
3. Janitors - See Appendix C

### D. Method of Payment and Salaries

1. Salaries for ten month employees shall be paid on the fifteenth (15th) and thirtieth (30th) of each month, in twenty (20) equal payments; unless said day falls on a weekend or holiday then the check shall be given on the last regular work day prior thereto.
2. Salaries for twelve month employees shall be paid on the fifteenth (15th) and thirtieth (30th) of each month, in twenty-four (24) equal payments, unless said day falls on a weekend or holiday then the check shall be given on the last regular work day prior thereto.

### E. Clothing Allowance

An allowance for clothing shall be awarded to members of the custodial staff as per the following:

Up to \$275.00 per year per each janitor shall be awarded. Uniforms shall be purchased only with an approved Board of Education voucher and with the approval of the Superintendent of Schools.

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**ARTICLE IX - MISCELLANEOUS**

- A. If any portion of this Agreement is found to be contrary to law, then such portion shall be without effect, but all other portions of this Agreement shall continue in effect.
- B. This Agreement during its term shall constitute the complete understanding on all matters that were or could have been negotiated. The Board and the Association, expressly, specifically and intentionally relieve each other from any obligation that exists currently, or may arise during the term of this Agreement to engage in collective negotiations over any matter whatsoever.

This Agreement constitutes Board Policy for the term of said agreement and the Board shall carry out the commitments contained herein and give them full force and effect as Board Policy.

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**ARTICLE X - NEGOTIATION OF SUCCESSOR AGREEMENT**

- A. Not later than October 15th, the Board and the Association agree to enter negotiations over a successor Agreement in accordance with the procedures set forth herein good faith effort on both sides to reach continuing agreement. Said Agreement shall cover salaries and terms and conditions of employment, but shall not include educational policy or management prerogatives.
- B. Negotiations shall commence with a meeting at a mutually satisfactory place within fifteen days after receipt of a proposal, unless the Board and the Association mutually agree to an extension of time. During negotiations, the Board and the Association shall present relevant data, exchange points of view, and make proposals and counter-proposals. Either party may, if it so desires, utilize the services of outside consultants and may call upon professional and lay representatives to assist in the negotiations.
- C. **Modification**  
This Agreement shall not be modified in whole or in part by the parties except by an instrument in writing duly executed by both parties.
- D. The Board agrees not to negotiate concerning said employees in the negotiating unit as defined in ARTICLE I of this Agreement, with any organization other than the Association for the duration of this Agreement.
- E. During the term of this Agreement neither party shall be required to negotiate with respect to any matter whether or not covered by this Agreement and whether or not within the knowledge or contemplation of either or both of the parties at the time they negotiated or executed this Agreement.

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**ARTICLE XI - MATERNITY LEAVE / FAMILY LEAVE**

A. Such leave shall be provided as required by law and court decisions.

**ARTICLE XII - SENIORITY**

A. For the purpose of layoff or reduction in force, the Board shall utilize seniority within the job category with the person having the shortest length of service within that job category in the district being the first person laid off, or reduced.

B. The Board retains the right, unlimited by this contract, to terminate any employee for cause or inefficiency.

C. Seniority shall not be accumulated during the period of layoff. Upon recall, the appointed employee shall have his accumulated seniority to the date of layoff.

D. No new employee may be hired while bargaining unit members who meet the necessary qualifications are on layoff.

E. All vacancies, including newly created positions, or those vacated due to promotions or resignations, are to be posted so that all support staff are aware of the openings. The President of the Association shall receive a copy of posted notices. Any employee may apply for the open position, whether it be promotional or transfer from one position to another.

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**ARTICLE XIII - FRINGE BENEFITS**

A. **Health Insurance** - The Board of Education shall provide full family medical coverage to all members who have begun their 4<sup>th</sup> year of employment within the district with Horizon Blue Cross/Blue Shield of New Jersey under the Direct Access 8 or Direct Access 9 plan. Another carrier may be selected by the Board of Education providing that they offer equal benefits or better benefits than provided by Horizon's Direct Access 8 and Direct Access 9 plans. Members who have not begun their 4<sup>th</sup> year of employment in the district shall receive single coverage until they begin their 4<sup>th</sup> year of employment in the district at which time they will receive full family coverage.

Any member shall have the option of receiving cash payments in lieu of medical coverage. The Board of Education shall pay 20% of the cost of family coverage to each member who has begun their 4<sup>th</sup> year of employment within the district and 20% of the cost of single coverage to each member who has not begun their 4<sup>th</sup> year of employment in the district who chooses this option. Any member exercising this option must provide the Board of Education with proof of insurance from another source. If for any reason, a member under the provisions of this option, loses medical coverage, they shall be immediately enrolled in the Board provided medical plan.

<b><u>Horizon Direct Access 8 -</u></b>	<b>Co-pay -</b>	<b>\$10.00</b>
	<b>Specialist co-pay -</b>	<b>\$10.00</b>
	<b>ER co-pay -</b>	<b>\$50.00</b>

<b><u>Horizon Direct Access 9 -</u></b>	<b>Co-pay -</b>	<b>\$15.00</b>
	<b>Specialist co-pay -</b>	<b>\$20.00</b>
	<b>ER co-pay -</b>	<b>\$50.00</b>

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**ARTICLE XIII - FRINGE BENEFITS**

B. **Prescription Plan** - The Board of Education shall provide a prescription program for each member covered under this agreement. This plan shall include a \$25.00 per person deductible or a \$50.00 per family accumulative deductible and a co-payment clause which requires that a member pay \$10.00 for each brand prescription refill, \$5.00 for each Generic prescription refill, \$10.00 for each Mail Order brand prescription, and \$5.00 for each Generic Mail Order or each prescription refill dispensed by a participating pharmacy, and the program covers the remainder of the prescription cost.

This program, covered by the Bollinger Insurance Company shall insure payment for the husband and wife of members who have begun their 4<sup>th</sup> year of employment in the district covered under this agreement and for unmarried dependent children who have not reached the age of 23. Members who have not begun their 4<sup>th</sup> year of employment in the district shall receive single coverage under this agreement until they begin their 4<sup>th</sup> year of employment in the district. A booklet describing the benefits under this program shall be provided.

**Prescription Coverage:**

Per Person Deductible:	\$25.00
Family Deductible:	\$50.00

Retail co-pay -	\$10.00 Brand / \$5.00 Generic
Mail Order co-pay -	\$10.00 Brand / \$5.00 Generic

C. **Dental Plan** - The Board of Education shall provide full-time Supportive Staff employees and their eligible dependents with Delta III-A dental insurance. The benefit level will increase to 100% - 50% - 50%.

D. Health Insurance, Prescription Plan, and Dental Insurance benefits provided to the Commercial Township Supportive Staff Association members shall not be less than those benefits provided to the Commercial Township Education Association members.

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**ARTICLE XIII - FRINGE BENEFITS****E. Retirement Sick Leave Accumulation**

Upon retirement an employee who has worked in the district for a minimum of fifteen (15) continuous years prior to retirement shall be reimbursed at fifty percent (50%) of his final year daily salary for all unused accumulated sick leave. All employees who have accumulated sick leave will have his/her sick leave payouts capped at their monetary value as of the 2009-2010 school year, and starting in 2010-2011, can accumulate an additional \$20,000.00. Those employees who have not earned capped sick leave as of the 2009-2010 school year shall also be entitled to a max payment at retirement of \$20,000.00.

Employees hired for the 2010-2011 contract year and thereafter who work in the district for a minimum of 15 continuous years prior to retirement shall be reimbursed a maximum of \$15,000.00 for all unused accumulated sick leave.

An employee considering retirement must advise the Superintendent in writing no later than November 1<sup>st</sup> of the year prior to retirement. Failure to advise by that date will delay payment until the second year after retirement. The method and date of payment shall be mutually determined by the retiree and the Board of Education.

A board approved leave or leave for military service shall not constitute a break in service. However, the employee shall return to service at the next step from which he/she left.

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**ARTICLE IV - REPRESENTATION FEE**

- A. If an employee does not become a member of the Association during any membership year which is covered in whole or in part by this Agreement, said employee will be required to pay a representation fee to the Association for that membership year.
- B. Prior to the beginning of each membership year, the Association will notify the Board in writing of the amount of the regular membership dues charged by the Association to its own members for that membership year.

In order to adequately offset the per capita cost of services rendered by the Association as majority representative, the representation fee will be 85% of the regular membership dues as presently allowed by law.

- C. Once during each membership year covered in whole or in part by this agreement, the Association will submit to the Board a list of those employees who have not become members of the Association for the ten current membership year. The Board will deduct from the salaries of such employees, the full amount of the representation fee and promptly will transmit the amount so deducted to the Association.

The Board will deduct the representation fee in equal installments, as nearly as possible, from the paychecks paid to each employee on the aforesaid list during the remainder of the membership year in question. The deductions will begin with the first paycheck paid ten (10) days after receipt of the aforesaid list by the Board.

The mechanics for the deduction of representation fees and the transmission of such fees to the Association will, as nearly as possible, be the same as those used for the deduction and transmission of regular membership dues to the Association.

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**ARTICLE XIV - REPRESENTATION FEE**

- D. The Association will notify the Board in writing of any changes in the list of nonmembers and/or the amount of the representation fee, and such changes will be reflected in any deductions made ten (10) days after the Board received said notice. If unforeseen circumstances occur a period longer than ten (10) days shall be permitted to make the necessary deductions.
- E. On or about the last day of each month, beginning with the month this agreement becomes effective, the Board will submit to the Association, a list of all employees who began their employment in a bargaining unit position during the preceding 30 day period. The list will include names, job titles and dates of employment for all such employees.

**ARTICLE XV - PROFESSIONAL DEVELOPMENT**

- A. The Board will compensate unit members who hold a high school diploma, or GED, and who successfully earn up to nine (9) undergraduate credits at the Cumberland County College rate, or six (6) undergraduate or graduate credits at the Rowan University rate. Such credits must be beneficial to the school system or required as part of the course of study for their degree, and must have prior approval of the Superintendent. The Unit member shall receive the actual cost for tuition and other charges, excluding the cost of textbooks, upon returning to employment in the Commercial Township Schools, the following September.

**ARTICLE XVI - EXTRA COMPENSATION**

- A. The Board will pay for the cost of training for custodians to acquire a Black Seal License.

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APPENDIX APARA-PROFESSIONALS

Step	2009-2010	2010-2011	2011-2012	2012-2013
1	\$ 19,503.	\$19,991.	\$20,540.	\$21,136.
2	\$ 20,745.	\$21,264.	\$21,848.	\$22,482.
3	\$ 21,995.	\$22,545.	\$23,165.	\$23,837.
4	\$ 23,140.	\$23,719.	\$24,371.	\$25,078.
5	\$ 24,803.	\$25,423.	\$26,122.	\$26,880.
6	\$ 26,134.	\$26,787.	\$27,524.	\$28,322.
7	\$ 27,509.	\$28,197.	\$28,972.	\$29,812.
8	\$ 28,656.	\$29,372.	\$30,180.	\$31,055.
9	\$ 30,491.	\$31,253.	\$32,113.	\$33,044.

BUS AIDES

Step	2003-2004	2004-2005	2005-2006	2006-2007
	\$ 11.17	\$ 11.68	\$ 12.33	\$ 13.01

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**APPENDIX B****OFFICE PERSONNEL**

<u>Step</u>	<u>2009-2010</u>	<u>2010-2011</u>	<u>2011-2012</u>	<u>2012-2013</u>
1	\$ 27,284.	\$ 27,966.	\$ 28,735.	\$29,568.
2	\$ 28,395.	\$ 29,105.	\$ 29,905.	\$30,773.
3	\$ 29,554.	\$ 30,293.	\$ 31,126.	\$32,029.
4	\$ 30,719.	\$ 31,487.	\$ 32,353.	\$33,291.
5	\$ 31,884.	\$ 32,681.	\$ 33,580.	\$34,554.
6	\$ 32,275.	\$ 33,082.	\$ 33,992.	\$34,977.
7	\$ 32,386.	\$ 33,196.	\$ 34,109.	\$35,098.
8	\$ 33,050.	\$ 33,876.	\$ 34,808.	\$35,817.
9	\$ 33,442.	\$ 34,278.	\$ 35,221.	\$36,242.
10	\$ 34,022.	\$ 34,873.	\$35,832.	\$36,871.
11	\$ 37,909.	\$ 38,857.	\$ 39,925.	\$41,083.
12	\$ 39,853.	\$ 40,849.	\$ 41,973.	\$43,190.

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**APPENDIX C****CUSTODIANS**

Step	2009-2010	2010-2011	2011-2012	2012-2013
1	\$ 30,550.	\$31,314.	\$32,175.	\$33,108.
2	\$ 32,387.	\$33,197.	\$34,110.	\$35,099.
3	\$34,221.	\$35,077.	\$36,041.	\$37,086.
4	\$ 36,062.	\$36,964.	\$37,980.	\$39,081.
5	\$ 37,902.	\$38,850.	\$39,918.	\$41,076.
6	\$ 39,758.	\$40,752.	\$41,873.	\$43,087.
7	\$ 41,589.	\$42,629.	\$43,801.	\$45,071.
8	\$ 43,431.	\$44,517.	\$45,741.	\$47,067.
9	\$ 45,508.	\$46,646.	\$47,928.	\$49,318.

**Maintenance Coordinator to receive \$3,000.00 above appropriate step on the Custodial Salary Guide.**

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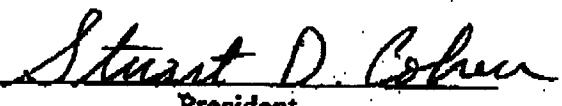
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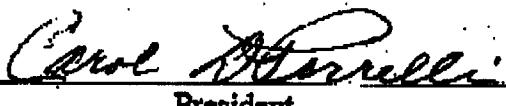
**ARTICLE XVII - DURATION**

This agreement shall commence effective July 1, 2010 and continue into effect until June 30, 2013.

For The Association:

  
President

For The Board of Education:

  
PresidentWitness: Sharon PorterDate: 7-1-10